




UIM/ Business Transition and Training
Department of Workforce Development

Uplink Employer Self Service

New Employer Registration



UIM/ Business Transition and Training
Department of Workforce Development

Benefits of Uplink Employer Self Service


- Register as a new employer
- Immediate access to account information
 - Review
 - Maintain

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Using Uplink will provide you with many benefits. Through the Uplink Employer Self Service System, you now have access to on-line services, 24 hours a day, 7 days a week.

Uplink allows you to do the following on-line:

- Register as a new employer
- Maintain unemployment insurance account information
- Review account status information



UIM/ Business Transition and Training
Department of Workforce Development

Benefits of Uplink Employer Self Service

- Ability to assign agents and authorizations
- Submit quarterly reports & make payments

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Additional options in Uplink allow you to:

- Assign correspondence agents and external users to assist with account maintenance,
- Submit quarterly unemployment insurance contribution and wage reports
- Make payments via e-check, credit card, or payment voucher.

Uplink Employer Self Service provides you with immediate access to services and information.

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EMPLOYER SELF SERVICE LOGON

INDIANA WORKFORCE DEVELOPMENT

Please Logon

Fields marked with an asterisk * are required.

Username *

Password *

Important Information

Welcome to the Indiana Department of Workforce Development Employer Self Service Website. The following capabilities are currently available to employers:

- Registration
- Profile Maintenance
- Quarterly Reporting
- Payment Processing
- Data Review

As some browser buttons can cause unexpected results, please do not use the BACK button or any other external browser buttons. Use only the navigation buttons provided within Uplink. Also, Uplink does use some pop up windows to display certain information such as help content and various other links. Most pop up blocker programs allow you to hold down the ctrl key on your keyboard while clicking a link, to allow a pop up window to open.

Existing User Logon Screen

New Users Click Here

[Ligon](#)

[New User?](#) [Forgot Password?](#) [Forgot Username?](#)

This is the logon screen for accessing Uplink Employer Self-Service. By providing a username and password, you can gain access to your account to review and update your account information.

If you are a new user, click the 'New User' button, or the link on the navigation pane, to start the account creation process.

The Important Information section at the top right portion of the screen will provide you with information about the kinds of activities you can complete by using Uplink Employer Self-Service.

You will return to this screen again after logging off the Employer Self-Service system.

Uplink Helpful Hints ~ If you've forgotten your username or password, buttons are 'up front and center' to help you get answers. You can also click the '? Help' button at the top right of the screen for more information.

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CHECK EXISTING UI ACCOUNT

co uplink
unemployment programs

Check Existing UI Account

You have indicated that you would like to establish a new Logon UserID.

Is this UserID going to be for a UI Employer or Agent Account?

Employer
Employer
Agent

Do you already have an existing Indiana DWD account number for the account type selected above?

☐ Yes ☐ No

Select 'Yes' to only create an online User Account for your existing Employer or Agent account.
Select 'No' to complete the full registration process for a new Employer or Agent account.

Next Cancel

Registering as an Employer

You will reach this screen when you click the 'New User' button on the Logon screen. On this screen you are asked to register as a UI (unemployment insurance) Employer or as an Agent. You are asked to make your selection from the drop-down box choices using the list arrow.

Click on the 'No' button if you do not have an existing SUTA account number.

Uplink Helpful Hints ~ If you see an underlined word or phrase on the screen you can click on that text to access the Help system and learn more about that term.

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NEW EMPLOYER REGISTRATION

couplink
unemployment programs


Registering for an Indiana State Unemployment Tax Account

Business entities that have paid wages in Indiana and met employer qualifications are required to register with the Indiana Department of Workforce Development. Please DO NOT attempt to register until wages have been paid. By using our on-line registration system, you will be able to receive your account number and tax rate immediately if you have met qualification criteria for your business type and can provide required information.

Note: You will not be able to register on-line at this time if you meet any of the following conditions: the business is the result of a reorganization, the business is the result of an acquisition, the business is the result of a merger, or the business is a Professional Employer Organization (PEO). Please visit our website at http://www.in.gov/dwd/forms_downloads.html to get the forms needed to register, or call 1-800-891-6499 for assistance.

[Next](#)

Reading the text displayed on this screen allows you to determine if you are eligible to register online or must contact DWD first. You must click on the 'Next' button to advance to the next screen.



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DEVELOPMENT

[Logon](#)


[New User?](#)

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Wednesday, March 14, 2007

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NEW EMPLOYER REGISTRATION



What is Needed to Register Successfully?

Be prepared to provide the following information about the business when you begin the registration process:

1. FEIN
2. Name of legal entity
3. DBA (Doing Business As) name, if it is different than the legal name
4. Physical address of the business
5. Mailing address (if different from the physical address)
6. Additional business location addresses
7. Type of legal entity (corporation, sole proprietorship, LLC, etc.)
8. Primary business activity performed
9. If a partnership or corporation, state and date of incorporation/formation.
10. Name, social security number, and telephone number for owner(s)/officers/partners of the business
11. Dates that covered employees first performed services in Indiana
12. Date that first wages were paid to covered employees
13. Payroll service/agent name (if applicable) and type of correspondence you want them to receive

[Register Now!](#)

This screen lists the information you should have available prior to beginning your registration process. Once you have all the necessary information you can click on the 'Register Now' button to begin the new employer registration process.

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CREATE NEW USER ACCOUNT

Sign Up For A New Account

Fields marked with an asterisk * are required.

I am signing up as an Employer

User Agreement

Website Terms of Use Agreement

- Definitions.**
www.dwd.in.gov is a website maintained on the World Wide Web by the State of Indiana, Department of Workforce Development. "The site" or "site" refers to www.dwd.in.gov. "User," or collectively "Users," refers to any party who accesses the site. "Department" refers to Indiana Department of Workforce Development. "Access" refers to viewing or otherwise obtaining information located on www.dwd.in.gov. "Agreement" refers to these terms of use and any subsequent modification.
- Acceptance of Terms.**
By accessing the site via the World Wide Web or any other medium, User accepts and agrees to all conditions imposed in this Terms of Use.

☒ I accept the User Agreement

Form Fields:

- Username * [jmurphy]
- Password * [*****] (4 to 15 Characters)
- Retype Password * [*****]
- Secret Question * [Name of high school]
- Answer * [Terre Haute North]
- User Email Address * [jmurphy@abcd.com]
- Retype Email Address * [jmurphy@abcd.com]
- User First Name * [Shari]
- User Last Name * [Murphy]
- Contact Phone * [123-456-7890] (999-999-9999) [Xtn]

[Cancel](#) [Next](#)

Registering as an Employer

Creating a new Uplink user account starts with basic information such as a personalized username, password, and security question. Don't forget to read and click the check box to Accept the User Agreement.

Now that you have created your username and password, click on the 'Next' button to return to the Employer Self Service Logon screen. After entering your username and password and clicking the 'Logon' button you can continue your registration process.

Both employers and agents can register in Uplink.

Uplink Helpful Hints ~ The orange asterisks * indicate required entry fields.

Indiana Workforce Development

Good Morning Shari Tuesday, December 12, 2006

EMPLOYER FEIN INFORMATION

Field marked with an asterisk * are required.

Please Enter Your FEIN* (12-3456789) (99-9999999)

[If you do not have a FEIN, get a FEIN now](#)

Next

Progress Displayed

Need a FEIN?

- Employer Registration
 - Qualify
 - Legal Information
 - Responsible Parties
 - Locations
 - Business Activity
 - Contacts
 - Assign Agents
 - Certification
 - Confirmation

On this screen you will need to enter your FEIN (Federal Employer Identification Number) to begin creating a new account. If you need a new FEIN there is a link provided that will take you to the IRS website. The entry of a FEIN is required prior to proceeding with the registration process.

Uplink Helpful Hints ~ Notice the left navigation bar; the orange arrow lets you know which screen you are working on, and your progress within each section.

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EMPLOYER QUALIFY

INDIANA WORKFORCE DEVELOPMENT

Employer Registration

- Quality
- Legal Information
- Responsible Parties
- Locations
- Business Activity
- Contacts
- Assign Agents
- Certification
- Confirmation

Please select Yes to any of the situations below which apply to your business or organization.

| | |
|--|---|
| Are you Registering as a result of a Merger/Acquisition? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Is your entity a Professional Employer Organization? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Are you a Governmental Entity? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Are you a Not For Profit Organization? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Are you an Agricultural Employer? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Are you a Domestic Employer? | <input type="radio"/> Yes <input checked="" type="radio"/> No |

[Next](#)

UPLINK HELP

Domestic Employer


An employer which employs the service of a household worker and pays \$1000 in cash wages or more in a calendar quarter. Workers such as an in-home care giver, gardener, and fraternity or sorority help are included in this category.

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Initial Qualifying Questions = Yes/No

On this screen you are asked several qualifying questions to determine which type of account you need to establish. You select the 'Yes/No' buttons to provide your answers. Please answer all that apply to your business or organization. If none of the questions apply to your business you can advance to the next screen by clicking on the 'Next' button. Based on your answers the Uplink system may ask you additional questions related to your registration.

Uplink Helpful Hints ~ The left navigation bar gives you a topic preview of the upcoming screens.




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Good Morning Why

Thursday, February 14, 2008

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EMPLOYER QUALIFY



Please select Yes to the first scenario which applies to your business or organization (only respond to one scenario)

Has your business ever filed an [IRS Form 941](#) under the FEIN 63-4512789 in any state? ☐ Yes ☒ No

Has your business had a total Indiana payroll \$1,500.00 or more in any calendar quarter during the current or preceding calendar year including [salaried officers](#)? ☐ Yes ☒ No

If you answered yes, please enter quarter and year payroll began: 2008


Has your business had one or more employees any part of a day in each of twenty (20) different weeks (not necessarily consecutive) during the preceding calendar year? ☐ Yes ☒ No

If you answered yes, please enter date of 20th week payroll began: (MM/DD/YYYY)

[Next](#)

Additional qualifying questions are asked on this screen to make sure you meet the requirements to register for a new account. Please select 'Yes' to the first scenario which applies to your business or organization (only respond to one scenario). The phrase 'payroll began' refers to the payroll period in which the qualifying event occurred, not the first date wages were paid.

Uplink Helpful Hints ~ Click on the Contact link at the top right of the screen to access helpful telephone numbers at DWD.




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Tuesday, December 12, 2006

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EMPLOYER LEGAL INFORMATION



| Legal Information | FEIN: 23-7894561 | Primary Mailing Address |
|--|-------------------------|-----------------------------|
| Fields marked with an asterisk * are required. | | |
| Legal Business Name * | Murphy Accounting Inc. | Address Line 1 * |
| | | 1234 E. Isabel Ave. |
| | | Address Line 2 |
| | | |
| Doing Business As Name | Murphy & Associates | City * |
| Business Type* | Limited Partnership | Terre Haute |
| Formation Date of Corporation or Partnership | 01/01/2004 (MM/DD/YYYY) | State |
| State of Incorporation or Formation | Indiana | Indiana |
| Date Payroll Began in Indiana * | 01/01/2004 (MM/DD/YYYY) | Zip/Postal * |
| | | 47805 |
| | | Country * |
| | | USA |
| | | If Other, select country |
| | | |
| | | Non USA State/Province |
| | | |
| | | Phone |
| | | 123-456-7890 (999-999-9999) |
| | | Fax |
| | | 234-567-8901 (999-999-9999) |
| Next | | |

On this screen you will enter legal information about your business or organization. You are also asked to enter information about your primary mailing address.

Uplink Helpful Hints ~ You may click on the calendar icon to select your dates instead of entering them manually.



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RESPONSIBLE PARTY

BDB ASSOCIATES 601059

Fields marked with an asterisk * are required.

Responsible Party

First Name* M.I.

Last Name*

SSN* - -


Title*

Phone* (999-999-9999)

[Add & New](#) [Next](#) [Clear](#)

| First Name | M.I. | Last Name | SSN | Title | Phone | |
|------------|------|-----------|-------------|-----------|--------------|---|
| Breeanne | | Ball | 123-45-6789 | President | 123-456-7890 | Delete Edit |

Information about Responsible Parties is the next step in your registration process. You are asked to provide first name, last name, social security number, title, and phone number of the responsible party, and then click on the 'Add & New' button to add the information to the bottom section of the pane. There must be at least one responsible party assigned to the account.



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ADDITIONAL LOCATIONS

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unemployment programs

BDB ASSOCIATES 601059

Fields marked with an asterisk * are required.

Additional Locations

Location Name *

Address Line1 *

Address Line2

City Name *

State* Indiana

Zip Code*

Phone * (999-999-9999)

Fax Phone Number (999-999-9999)

[Add & New](#) [Next](#) [Clear](#)

| Name | Number | Address Line1 | City Name | State | Zip Code |
|------|--------|---------------|-----------|-------|----------|
| | | | | | |

Additional business locations can be added on this screen by entering the address information and then clicking on the 'Add & New' button. The information is then added to the bottom section of the pane. Address line entries are limited to 40 characters per line.

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BUSINESS ACTIVITY **couplink**
unemployment programs

BDB ASSOCIATES 601059

Business Activity

Please select the category that best describes your primary business activity.

Industry Title*

NAICS Code/Description*

Please enter a detailed description of your primary business activity. (Maximum of 160 Characters)*

[Next](#)

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- Employer Registration
 - Quality
 - Legal Information
 - Responsible Parties
 - Locations
 - Business Activity**
 - Contacts
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On this screen you are asked to select the category industry title that best describes your primary business activity; enter the NAICS code/description; and enter a detailed description of your primary business activity.

*This screen is not able to be modified once completed.



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ASSIGN CORRESPONDENCE AGENTS

MURPHY ACCOUNTING INC. 600931

Assign Correspondence Agents

Correspondence Type: Tax

Agent Details: [Search](#)

Asap Payroll Service

8130 S Meridian St Suite 4c
Indianapolis, IN 46217-4960
Primary Phone: 317-887-2727

Important Information

☒ By checking this box, I certify that I, Shari Murphy, am a responsible party for Murphy Accounting Inc. identified for federal tax identification purposes as 23-7894561. I understand that the Indiana Department of Workforce Development (IDWD) maintains three separate and distinct correspondence groups (Benefits, Tax, and Appeals) for the purpose of providing various notices to employers. I understand that I am granting or retracting the selected agent on this screen to right to receive all IDWD correspondence from that correspondence group. I understand that my assignment or retraction thereof in no way relieves Murphy Accounting Inc. of any liability that may result from Murphy Accounting Inc.'s agent's failure to perform its duties. I agree that Murphy Accounting Inc.'s agent will not in good faith to provide IDWD with all factual information.

[Assign](#) [Next](#) [Clear](#)

| Correspondence Agents | | | | |
|-----------------------|------------|-----------|--------------|---------------------|
| Business Name | First name | Last Name | Phone | Correspondence Type |
| Abode Consulting | Sarah | Bree | 123-456-7890 | Benefits |

[Details](#) | [Delete](#)


This screen allows you to assign a correspondence agent as your representative to receive correspondence relating to Appeals, Benefits, and/or Tax from the Indiana Department of Workforce Development. Clicking on the 'Agent Details Search' link allows you to choose from a list of agents registered with the state. Once you select and assign an agent they are added to the Correspondence Agents section of the screen.

If your agent is not on the list, they must go into the Uplink system and register. Once they are registered you will be able to select them from the list.

After selecting and assigning your correspondence agent you can continue with the registration process by clicking on the 'Next' button. If you do not have a correspondence agent you can skip this screen by clicking the 'Next' button.

Uplink Helpful Hints ~ Click on the Resources link at the top right of the screen to access helpful links relating to unemployment insurance.

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CERTIFICATION  unemployment programs

MURPHY ACCOUNTING INC. 600931

Certification

☒ I, Shari Murphy, certify that the information provided on these forms is correct and true to the best of my knowledge.

[Print for Reference](#)

[Submit Registration](#) [Cancel](#)

Registration Summary [Print](#)

Qualification Information

| | | | |
|--|----|---|--------|
| Are you Registering as a result of a Merger/Acquisition? | NO | Has your business filed IRS Form 940 under the FEIN 23-7894561 in any state? | NO |
| Is your entity a Professional Employer Organization? | NO | Has your business had a total Indiana payroll \$1,500.00 or more in any calendar quarter during the current or preceding calendar year including salaried officers? | YES |
| Are you a Governmental Entity? | NO | Quarter and Year payroll began: | 3/2006 |
| Are you a Not For Profit Organization? | NO | Has your business had one or more employees any part of a day in each of twenty (20) different weeks (not necessarily consecutive) during the current or preceding calendar year? | NO |
| Are you an Agricultural Employer? | NO | | |
| Are you a Domestic Employer? | NO | | |

Legal Information [Edit](#)

| | | | |
|-------------------------|---|--|------------|
| FEIN | 23-7894561 | Formation Date of Corporation or Partnership | 01/01/2004 |
| Legal Business Name | Murphy Accounting Inc. | Date Payroll Began in Indiana | 01/01/2004 |
| Doing Business As | Murphy & Associates | | |
| Business Type | Limited Partnership | State of Incorporation or Formation | Indiana |
| Primary Mailing Address | 1234 E. Isabel Ave. Terre Haute IN 47805 | County | Vigo |

Business Activity [Edit](#)

Category: 541211 - Offices of Certified Public Accountants

Description: Process payroll and tax issues for our clients

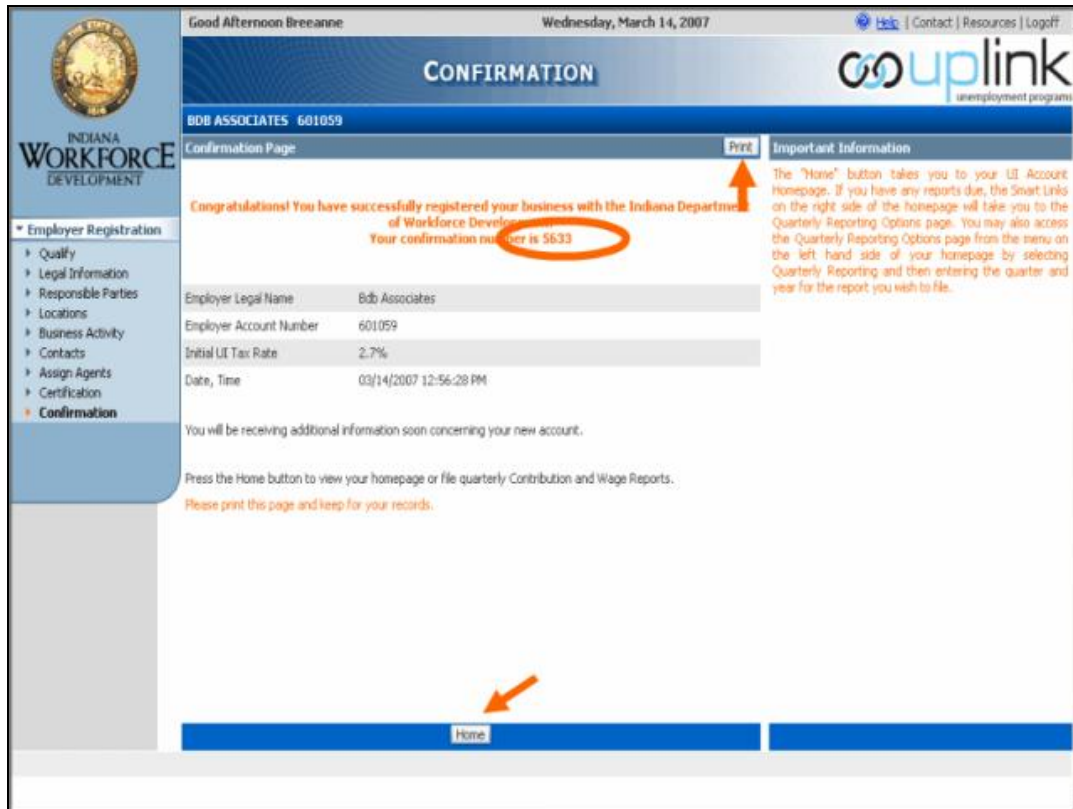
Responsible Parties [Edit](#)

Certification is an important part of your registration process. On this screen you must review all of the information you entered and then click the check box to certify the information is correct. This screen will only be seen by you when you first register. If changes to the information you have entered are necessary, you can click on a section 'Edit' button which will return you to the screen you wish to correct. Upon completing your changes and clicking the 'Next' button you will be returned to this screen showing the updated information.

You should print your certification page before submitting your registration. The 'Print' button is located at the top right of the registration summary area.

Once you have checked your information and certified it is correct you may click on the 'Submit Registration' button. There is also a 'Cancel' button located here if you wish to return at a later time to submit your registration. After submitting your registration you will see a confirmation screen. This will complete your new registration process.

Uplink Helpful Hints ~ Dates should be entered using the MM/DD/YYYY format.



This is the confirmation page you will see when completing your registration process. It provides you with a confirmation number for reference, and lists the employer legal name, account number, initial UI tax rate and the date and time of registration.

You may now click on the 'Home' button to return to the employer home page. If you have any reports due, the Smart Links on the right side of the home page will take you to the quarterly reporting options page.

You are advised to print this page and keep for your records. The 'Print' button is at the top of the screen.

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- Home
- Quarterly Reporting
- Make A Payment
- Profile Maintenance
- Employer Summary
 - Contribution Reports
 - Wage Reports
 - Liabilities
 - Payments
 - Rate History
 - Confirmation List
- User Maintenance

Good Afternoon Shari

Tuesday, December 12, 2006

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EMPLOYER SUMMARY

MURPHY ACCOUNTING INC. 600931

Doing Business As : Murphy & Associates Business Type : Limited Partnership FEIN : 23-7894561

Profile Information

Primary Address 1234 E. Isabell Ave.
Terre Haute, IN 47805
Ph: 123-456-7890

Current Year: Rate 2006 : 2.7%

Liabile Date 01/01/2006

Status Active

Status Date 01/01/2006

Business Activity Offices of Certified Public Accountants

Smart Links

[Contribution Report Due: Q3Y2006](#)

[Contribution Report Due: Q2Y2006](#)

[Contribution Report Due: Q1Y2006](#)

[Wage Report Due: Q3Y2006](#)

[Wage Report Due: Q2Y2006](#)

Recent Payments

| Payment Date | Payment Amount | Payment Type |
|--------------|----------------|--------------|
| | | |
| | | |
| | | |

**Employer Summary/
Home Page**


Quarterly Report Summary

| Qtr/Year | Total Wages | Taxable Wages | Contr Due | Contr Pd | Interest Due | Interest Pd | Penalty Due | Penalty Pd | Other Due | Other Pd | Balance |
|----------|--------------|---------------|-----------|----------|--------------|-------------|-------------|------------|-----------|----------|-------------|
| 2/2004 | \$ 45,000.00 | \$ 20,000.00 | \$ 756.00 | \$ 0.00 | \$ 219.24 | \$ 0.00 | \$ 75.60 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 1,050.84 |
| 1/2004 | \$ 58,000.00 | \$ 35,000.00 | \$ 945.00 | \$ 0.00 | \$ 302.40 | \$ 0.00 | \$ 94.50 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 1,341.90 |

The Employer Summary screen is the home page for Uplink Employer Self-Service and is where you will begin after logging into the system. This screen provides a summary of important activity on your account. You can access this page by clicking on the ‘Home’ menu item on the navigation bar from any screen.

Smart Links to additional account information are available in this pane also. The Smart Links will notify you of any reports that are due or past due and will link you to the appropriate screens to enable you to take action.

Uplink Helpful Hints ~ Once on this screen you can use the navigation pane to move to other items in the employer summary topic list.



UIM/ Business Transition and Training
Department of Workforce Development

~ Uplink ESS ~

**For additional information
contact our DWD Call Center
at 1-800- 891-6499**

Thank you for viewing this informational document on Uplink Employer Self Service New Employer Registration. If you experience any difficulties or have additional questions you may contact the DWD Call Center at 1-800-891-6499.